

SEMI-ANNUAL CERTIFICATION – Sample 2

District Name and #: _____

This is to certify that **Name of Employee** has worked 100% of his/her time on the **Schoolwide plan/Title I-A/Title II-A/IDEA Part B/21st CCLC** programmatic activity (select only one programmatic activity) for the months of **August 1, 2013** to **January 31, 2014**.

Employee's Printed Name and Position

Signature of Employee

Date Signed

OR

Supervisor's Printed Name

Supervisor's Signature

Date Signed

(Form may be signed by the employee OR the supervisory official with first-hand knowledge of the work performed by the employee.)

Time Distribution Records must be maintained for all employees whose salaries are paid in whole or in part with Federal funds, 200.430(i)(1). The type of documentation depends on how many "cost objectives" the employees worked on. These cost objectives must be connected to the employee's salary source.

Current Semi-Annual Certification Requirements

If an employee works on a single cost objective:

- a. Semi-Annual Certification (SAC) form must be completed
- b. SAC must be completed after the work has been performed
- c. SAC must account for the total activity
- d. SAC must be signed by the employee or supervisor
- e. SAC must be completed every six months (at least twice a year)

De Minimus Benefit: Up to 5% of an employee's time may be worked on another cost objective, and this limited work does not need to be captured in time and effort records. However, the work performed on these limited duties cannot deprive the benefit from the intended beneficiaries (Brustien & Manasevit, NASTID 2014).